

*****PLEASE NOTE: YOU CANNOT FUNCTION IN INDIANA UNTIL YOU ARE OFFICIALLY CERTIFIED IN INDIANA (WHEN YOUR CERTIFICATION POSTS TO YOUR ACADIS RECORD). YOU CANNOT WORK IN INDIANA WITH JUST YOUR NATIONAL REGISTRY CARD*****

EMT certification process:

1. Find and self-register for an EMT course
2. Take and pass the EMT course
3. Take and pass the psychomotor skills exam. If you do not take the psychomotor skills exam with your class then you can find another Indiana approved site at www.acadis.in.gov under the available training. (It doesn't matter if you take this or the cognitive exam first)
4. Take and pass the NREMT EMT cognitive exam. You will need to register an account with the NREMT in order to complete this step. Their web site is www.nremt.org . (It doesn't matter if you take this or the psychomotor skills exam first)
5. Complete the violation statement by logging into your portal account. (this was assigned to you when you registered for your class)
6. Complete the Physicians Order of Scope of Treatment (POST) by logging into your portal account. (this was assigned to you when your registered for your class)
7. Fill out the initial/reciprocity application that can be found on our web site www.in.gov/dhs
 - a. Once you are on our web site from the home page:
 1. Go to the left hand side of the page and click on Emergency Medical Services
 2. In the middle of the page scroll down to the Certification and Renewal section
 3. Under the Certification and Renewal section you will see the first bullet point which says "Individual Certification" click on it
 4. On the Individual Certification page scroll down to the Emergency Medical Technician section
 5. Find where it says reciprocity Application – the word application is in blue. Click on it and it will bring up the application you need to fill out.
 6. Once the application is filled out you can submit your application by any of the following methods:
 - a. Email – found at the top of the application
 - b. Mail – found at the top of the application
 - c. Fax - (317)233-0497
 7. It may take up to 7 days for your application to be processed
 8. Once your application has been processed and your certification has been issued you will receive a hard copy in the mail.
8. If you have any questions please feel free to contact our office at emscertification@dhs.in.gov or call 1-800-666-7784